

REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2006

Administrative Services

The Administrative Services Department submits the following report for the 2nd quarter of 2006:

- Attended a Homeland Security Regionalization meeting in Standish on April 7, 2006.
- Attended a two day Public Information Officer Training held at the Lincoln Center, on April 11-12, 2006.
- Hosted an Information Technology Briefing Luncheon at the Alice & Jack Wirt Library. Keynote speaker was Teri Takai, Director of Department of Information Technology for the State of Michigan, on April 20, 2006.
- Attended the 2006 Homeland Security Conference on May 2, 2006.
- Attended E-Team training in Gaylord on May 17, 2006.
- Attended the dedication ceremony for Hampton Township Veteran's Memorial on May 20, 2006
- Dedication Ceremony for the new Bay County Dog park which opened on May 20, 2006.
- Attended the Spring 2006 annual MACAO Conference in Crystal Mountain, on May 23, 2006.
- Attended MTA Broadband Training in Frankenmuth on June 5, 2006
- Assisted as Interim Director for the Bay County Civic Arena.
- Participated in the new County Executive Update Informational sessions, aired on Bay 3-TV.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Bay 3TV partnership meetings; PreCovery Planning Meetings; Financial Information System Team meetings; and homeland security grant meetings.
- Participated in monthly Quadrant meetings, Department Division Head meetings, and Administrative staff meetings.

- Held an ADA informational meeting on the various types of assistance available to Bay County in the area.
- Participated in a Special Board meeting to distribute the 2005 NACo awards to the Substance Abuse Program.
- Appointed Regional Representative of the Local Planning Team Committee for Region III.

Buildings & Grounds Division

- Put together Request for Quotation on telephone system for Animal Control and Mosquito Control and held walk through.
- Construction of Dog Park – constructed and assembled agility equipment, installed fencing, spread top soil, installed water line and drinking fountain.
- Plaster work done at LEC – in inmate cells and holding tanks.
- Health Department Remodeling and completed waiting room.
- Finished piping installation, insulation and start up at Health Department East Unit.
- WIC Department Remodeling, along with ceiling tile replacement, is complete.
- Immunization Department Remodeling, along with ceiling tile replacement, is complete.
- Removed and replaced damaged concrete in front of Health Department, Court Facilities and Judge's entrance.
- Replaced bearing assembly and 15 ton compressor for Aeon Unit #4 at Court Facilities.
- Replaced belts and filters on all Aeon Units.
- Completed remodeling for Criminal Defense/Public Defender's offices.
- Plastered, painted, and filled Community Center Pool to open for season.
- Reinstalled 30hp pool pump for Community Center Pool.
- Installed 8" back flow valve for pool.
- Installed water meter for pool to track water usage.

- Repair work done at various Adult Foster Care Homes – ceramic tile work in showers, and drywall repair.
- Cleaned and prepped Boat Launch for transfer to Bangor Township.
- Prepped Volleyball Courts for summer play.
- Sprayed four ballfields and prepped for play at Vet's Park.
- Bulldozed and rototilled beach at Bay City State Park.
- Disced Pinconning Park beach area.
- Sprayed campsite driveways and repaired dock at Pinconning Park.
- Installed lighting system at park entrance at Pinconning Park.
- Installed split rail fencing at bath house – Pinconning Park.
- Added flower gardens to day use area – Pinconning Park.
- Made and installed 15 new park signs – Pinconning Park.
- Installed two (2) video surveillance cameras – Pinconning Park.
- Rented crane and installed rooftop desiccant wheel at Civic Arena for dehumidification.

Community Center

- Summer Recreation Program started in June – over 250 registered for program.
- Mens Class E Slow Pitch State Tournament – 12 teams participated.
- Bay City Classics – Girls Softball 18 & Under Softball Tournament – over 36 teams participated at Vet's Park.

Information Systems Division

Departmental Projects/Technical Projects

- Network upgrade equipment and all new fiber runs are in place and working with minor issues that were resolved in a timely manner. Final activities are to monitor the new network traffic and make appropriate adjustments to utilize the newest technology to its fullest.

- The F.I.S.T. received three final bids which are being reviewed from the QBS committee. The vendors that submitted their bids are: New World, BS & A Software and Tyler Technologies. Selection process and recommendation should be completed in the 3rd quarter.
- All rip and run reports are installed with the exception of four townships. They are: Garfield, Mt. Forest, Gibson and Fraser. Alternative methods for connectivity are being explored and evaluated for functionality and cost.
- Assisted the golf course in providing a upgrade path to their current software application as well as providing new hardware equipment to their operations. Upgrade process will take place during the month of April. **NOTE:** Upon receiving additional costs beyond the agreed upon amount passed by the Board from the selected vendor, we have decided to upgrade the hardware equipment only at this time and reevaluate the selection of new software during the off season in 2006.
- Upon further analysis with our cyber intrusion and prevention solution, have arrived at a cost effective method to deploy a complete package for all external access to the County network. In addition to the functionality already in place, those being, Intrusion detection and prevention, Anti-Spam, Anti-Virus and Internet content filtering, we will also use the Fortinet product for VPN and Pix access mechanisms. With this added functional, a technician from the staff will attend a four day training session in Cleveland to gain the appropriate knowledge to set up and maintain these new functions as well as become certified with regards to these advanced activities. Home land security funding is paying for the training and necessary travel.
- The health department research and selection committee of current outstanding software issues sent a group of individuals from Bay County on a site visit to Grand Traverse County to have a hands-on approach and a question and answer session to gather more pertinent information before arriving at a final conclusion. The software vendor that is being seriously considered is Visual HealthNet/Web Software from Mitchell & McCormick Inc. A final decision will be arrived at in the 3rd quarter of 2006.
- Demonstration of the XEROX copy machines and the Sharp copy machines were presented to the Department/Division heads meeting in June of 2006. A survey is being prepared to have each department analyze their individual copying/scanning/E-mail and Fax machines and based on their needs, a proposal will be provided from both XEROX and SHARP for the selection of the next lease agreement. The current five year agreement expires on December 31, 2006. All intentions are to have a solution in place no later than September of 2006.
- Assisted the Registers of Deeds with the deployment of the Web base

application from CherryLan. The scanning and imaging processes will take place in the second quarter of 2006. The process of hiding the Social Security Numbers on current scanned documents are taking place with a completion date of all documents completed by the end of August, 2006.

- In the process of evaluating the Treasurer's Resource software application with either an upgrade to the Resource software application to a Windows based environment or investigating and analyzing a new vendor to provide to the Treasurers' department a viable and reliable software solution. It has been decided that the tax package from BS & A software is the viable and logical choice and plans are in place to pursue this software over the course of the next few months.
- Web application access to the Intranet solution for Travel Requests processing is being completed and testing should begin at the beginning of the 3rd quarter of 2006.
- Researching and investing on an alternative to the DocuShare solution for long term storage of documents currently in place today. Cherry Lan software will present a proposal for Bay County in the 3rd quarter of 2006 for our review.
- Budget preparation and finalization is in place for fiscal year 2007.
- Kickoff meeting of the COPS grant project with the Sheriff's office. More formal documentation and project plans need to take place in the 3rd quarter of this year with requirements and deliverables identified as well as milestones dates that are needed before moving forward.

Systems and Programming

Program Requests

___ Open requests	8 (18 with a status of Sunset)
Closed requests	41
New this quarter	42

Financial Activity

- Prepared for and attended F.I.S.T. meetings
- Assisted Finance & Bay County Library with annual depreciation process
- Installed new releases for Circuit, Probate & District Courts
- Assisted budget accountant with budget preparation process. Created new programs to eliminate manual calculations.

- Modified concealed weapons maintenance program to eliminate keying
- Began work on HR personnel maintenance program
- Assisted Finance Officer preparing CAFR reports
- Various maintenance requests: Circuit Court, District Court, Finance, Budget, Payroll, Insurance, Health, Public Defenders Office, Office of Criminal Defense, Treasurer's Office
- Job scheduler entries - When the switch over from the AS/400 to the I-series for 911 side, none of the job scheduler entries came across. Civil complaints is one of these entries. So the civil complaints did not run. (FTP from 911 side to BC side). Set up job scheduler entries and then transfer civil complaint manually.
- Purchase Orders can be inquired by vendor or contents. Add the ability to inquire by Activity number.
- Drain G/L inquiry - when doing a YTD line item detail inquiry only balance accounts are allowed. Changed so that other activity numbers are allowed.
- Upload drain Excel spreadsheets to the i-Series for the drain J/ E expansion. Changed programs to allow this uploaded file into the program arrays. This will eliminate excess keying and keying errors.
- On the fixed asset ledger cards, copy report to print file, download file so that it can be FTP to the CSC group and have it put on microfiche.
- Extract information from the Payroll run (that was manually keyed in to a J/E entry) and saved to a work file then upload it to the J/E entry **saving time**. Also there are Excel spread sheets that also had information key manually to the J/E entry. Changed this to upload to the I-series, then directly to the J/E entry file.
- Changed the procedure which checked if the tape was loaded for the nightly backup, a message from the county I-series to the 911 system will be sent if the tape was not loaded.

Health Department

- Set-up communications with WPS (Medicare) and help Judy with generating and transmitting roster claims for Flu and Pneumonia vaccines.
- View Web demonstrations for Avatar and Mitchell & McCormick public health software packages. Travel to Grand Traverse County to view Mitchell & McCormick package in use.

- Printed report of duplicate clients and deleted over 120 duplicate records.
- New programs for printing billing statements for Private Pay clients.
- Miscellaneous Health department problems and questions. Various queries for clinic information. Review Medicare and Medicaid web sites for new/updated information.
- Research requirements regarding application for a National Provider Identifier (NPI). NPI is required by HIPAA and will be implemented in 2007. Helped Judy complete online application. Received NPI on June 23, 2006.
- Add/modify look-up table, procedure codes, diagnosis codes, and charges for various clinics.
- Attended Blue Cross/Blue Shield seminars and training in Frankenmuth and New Hudson.

Emergency Services

- Continuing with the distribution of equipment purchased under the \$700,000 Homeland Security Grant.
- Had all county Fire Trax scanners updated with new software version.
- Distributed updated Fire Trax scanners to all County fire departments.
- Made Fire Trax ID cards for Maintenance Dept. personnel.
- Incident Command Trailer was delivered to Bay County by Specialty Vehicle Solutions. Was given a company demonstration on its set-up and maintenance. We are now in the process of outfitting trailer with electronics, radios, etc.
- Over 236 county and city employees, who play a critical role in emergency management, have passed the new FEMA independent study course IS 700, 183 employees have passed the IS 800 (NRP), required by the State of Michigan.
- Worked on tasks necessary to become a "Storm-Ready" community as prescribed by the National Weather Service. The audit certification will take place in July.
- Visited the National Weather Service's office in White Lake, Michigan. Was given a full tour of the facility.
- Continued with Riverfront Siren Standard Operating Procedures and pre-scripted

messages. Met with City and County law enforcement to discuss SOP and siren locations. Also met with Bay City Power and Light to discuss location, installation and wiring of sirens.

- Continuing with meetings dealing with Special Populations Evacuation planning with stakeholders.
- Conducted fire drills for Community Center, Civic Arena, Animal Control and Mosquito Control.
- Attended Homeland Security Conference in Grand Rapids.
- Helped plan fire extinguisher training for Health Dept.
- Sent out reminders to all local jurisdictions who have not yet submitted NIMS resolutions.
- Worked on getting new EMS annex (interim copy).
- Attended all Region 3 Bio-terrorism planning meetings.
- Updated Emergency Operations Center (EOC) call-down list.
- Attended all District Meetings.
- Scheduled a "Precovery" business continuity drill for August at the Chicago location.

Solution Area Planner

- The Fiscal Year 2004 Homeland Security Grant ended 2/28/06. Reimbursement for the FY2004 grant was submitted to the state. Reimbursement has been processed by MSP.
- The FY2005 State Homeland Security Grant Program is \$480,642 for State Homeland Security (SHSP) and \$178,531 for the Law Enforcement Terrorism Prevention Program (LETPP). The grant has been awarded and the grant period is until January 2007. The Incident Command Trailer has arrived and plans are being made to use it for the Tall Ships Festival. Funds for surveillance and communications have been spent in the LETPP portion of the grant and several projects are in process for the SHSP portion of the grant.
- The FY04 Interoperable Communications grant is for \$22,000 and progress is being made to put MDTs in Law Enforcement vehicles.
- NIMS (National Incident Management System) was adopted by Bay County as

the basis of all incident management in the county on 8/9/05. This is a requirement for a jurisdiction to be eligible for Homeland Security grants. Nine resolutions (including the County's) have been passed adopting NIMS within the county. First Responders and Emergency Operations staff must take the independent study courses for NIMS & the National Response Plan (NRP) for this same reason. Bay County has 236 & 180 who have completed these studies for the NIMS & NRP respectively.

COMMUNITY CORRECTIONS

- The newly implemented Pre-Trial Services program has supervised 34 offenders who were released from jail on bond status. So far the program has saved 853 days since the program's implementation late January 2006. The jail population remains at or near capacity of 220 even though this program and new programs to reduce jail stays have been implemented.
- The Bay County Community Corrections Comprehensive Plan and Application was submitted in May. Community Corrections requested \$147,820.00 for treatment programs to offenders, \$22,950 for the Drunk Driver Jail Reduction/Community Treatment Plan; and \$225,387 for residential programming to offenders.
- As of June 30, 2006 the prison commitment rate is at 24% for Bay County. This is slightly higher than the state average. The prison commitment rate in Bay County for straddle cell offenders is at 33%. This is below the state average for 2005. The 2006 numbers from the State are not yet available for the 1st or 2nd quarter.

HOUSING DEPARTMENT

- Seminars continued for the residents of Center Ridge Arms during the second quarter. In April, we had a seminar regarding the prevention and early control of pests, specifically the ones with more than 2 legs.
- May found Eric Jylha entertaining the residents with a video, weather tidbits and a review of earlier times in Bay City. At that seminar, we also recognized one of our residents, Maureen Beeckman, as volunteer of the year at Center Ridge Arms.
- Later in May, we had our first annual beautification day. Residents were invited to join in the planting of flowers around the complex. If they were unable to plant, they were invited to help with other tasks. A hardy group spent the greater part of the day planting annuals, perennials, and cleaning out existing flower beds. The result of that work becomes more evident every day.
- In June we held our final seminar until fall. Linda Heemstra and Kevin Ayala

from the Bay County Library System were here to inform the residents of all the services the library can offer them. After the seminar, many of the residents were anxious to visit the new Alice and Jack Wirt library.

- During this quarter, the director attended a NAHRO (National Association of Housing and Redevelopment Officials) conference and a Michigan Housing Directors conference. Both conferences offered much needed up-to-date information from HUD, and networking with other housing directors.

CORPORATION COUNSEL

- During the second quarter of 2006, the Department of Corporation Counsel directed considerable attention to agreement drafting and review, as well as assisting with implementation of the County's policies for Violence in the Workplace, and Acceptable Use ...for Internet, Voice-mail and E-mail. Law and regulations concerning towers for 911-Central Dispatch transmission have required considerable interaction with other governmental agencies and work with County departments. Selection of a third-party administrator for workers' compensation also required assistance and review. In addition, liaison services for law suits where the County is a defendant occupied considerable time.

DEPARTMENT OF CRIMINAL DEFENSE

- During this quarter, the Department of Criminal Defense and the Department of the Public Defender began operating as separate offices. Even though total criminal appointments have increased by over 20% from last year, both departments combined to do 85% of the criminal appointed work in the county. Also during this quarter, DCD welcomed extern, William Luce, from Cooley Law School.

ENVIRONMENTAL AFFAIRS AND COMMUNITY DEVELOPMENT

DIRECTOR ACTIVITIES

- State Park Beach - Coordinate MDNR, US Fish and Wildlife, MDEQ, on permitting and wetland regulatory issues for new walkways and proposed beach area. Discuss design drawings with Arenac County representatives and EZ Dock, research funding options, assist in cost estimating, etc.
- Pinconning Park Improvements - Finalized coordination with DEQ and US Army Corp of Engineers (ACOE) for request for additional information after failure of ACOE to public notice Bay County permit application. Start ACOE Public notice process, respond to agency comments received (ACOE & US Fish and Wildlife) and secure permit to allow beach improvements and other items.
- Prepare grant application for submission to DEQ Coastal Zone Management for

Pinconning Park Improvements to include the demolition of the water treatment facility. Total project cost \$101,000.

- Mosquito Control/Gypsy moth - provide direction to staff on press release and media coverage of spring spraying, to include description of our compliance with no spray zones and description of aircraft. Develop and distribute standardized press release format for use.
- Solid waste - Review Whitefeather Landfill expansion plans for consistency with County Solid waste Plan, draft response, attend Public Hearing.
- DEQ Wetlands - Provided correction to Bay City Times on acreage of wetlands "lost" during the past decade; coordinated response with US Fish and Wildlife and Bay County GIS; Attend DEQ wetland permitting meeting in Monitor Township to assist local units and building inspectors on ' process'.

Community Development

- Bay Area Housing Inc. - As Board member, participate in April, May and June coordinating meetings to review/approve housing improvement projects, neighborhood initiatives, assist in Neighborhood Cleanup.
- Community Development Issues- respond to request for assistance on Walleye Fishing tournament with Bay Visitors and Convention Bureau, provide technical assistance on wetlands delineation for resolution on large commercial development underway, disseminate grant information on lighthouse improvements with DOW, start work on DEQ's Director Chester's Saginaw Bay Coastal Initiative; Participate on Chamber of Commerce Government Action Committee - Rep. Tim Moore
- Remonumentation - Provide administrative oversight and direction; Prepare Close Out Report of 2004 Supplemental Grant; Prepare and distribute Request for Proposals to Local Professional Survey firms for 2006 work; Review State of Michigan needs on computerized data entry of our Michigan Land Corner Coordinates and facilitate acceptance of our entries. Resubmit documentation on 2005 Close Out Report
- Transportation - Identified the priority need to address the federal NAFTA High Priority Corridors (HPC) in the upcoming revision to the BCATS Unified Work Plan specifically to identify steps to mitigate the proposed I-73 corridor by-passing Bay County, and to identify steps needed to get I-75 designated a HPC. Review/provide input on Transportation/GIS Intern job description and funding scenarios
- Economic Development- Organize and coordinate Economic Development Forum public presentation interactive meeting at DoubleTree Hotel for over 60 participants, with Economist/Futurist guest speaker Lou Glazer, CEO of Michigan

Future, Inc.

- Housing Rehabilitation Program
Develop Multi-Department Financial Reporting Share Structure, overview start up of Mid-Michigan Community Action Agency operations as Third party Administrators; secure final submission for 2006-2007 grant year with MSHDA.
- Coordinate with contractors and homeowners to ensure warranted work gets competed on three (3) previous housing rehabilitation projects; work with county legal review for short sale and subordination of mortgage issues.
- Farmland Preservation - Attend MSU Training on Farmland Preservation Tools and Techniques; Held two (2) early stage coordination meetings with key stakeholders to identify goals and potential needs.
- GIS - Attend meeting to discuss further integration of GIS and Equalization; US Army Corp of Engineers Saginaw Bay Aerial Photography and Mapping Project - Coordinate proposed effort with Bay County GIS, DEQ, and local resources.
- Bay Area Community Foundation - Environment Committee/WIN - Review and provide guidance on Sanilac County's Economic Development Program's proposal to develop GIS.
- Hazard Mitigation Plan - Update the Community Profile

Gypsy Moth

During the past three months the staff of the Gypsy Moth Program has been busy with the following activities:

- Population Monitoring - Staff members began monitoring for Gypsy Moth hatch in Mid April. Hatch was first observed on April 25, 2006 and Continued through the third week of May. Peak Hatch was observed May 1-2, 2006 which indicated that spraying should be done as soon after May 14, 2006, as weather would allow.
- In addition to monitoring in known sites, staff members answer complaint calls from homeowners throughout the county. Several sites that were not sprayed have been found to have relatively large caterpillars populations but there has been relatively little noticeable damage to the trees in these areas. The week of June 13, 2005, banding was placed around trees in these areas to promote the build up of disease and predators. It will also encourage the females to lay eggs in areas where they are easy to find in the fall.
- Spraying - Spray operations were conducted the on three days due to weather

problems and the number of acres treated. Treatment using the BT product Forey on 227 acres in Garfield, Mt Forest and Fraser townships was done mid morning on Wednesday, May 17, 2006. Spraying was delayed by fog and then thunderstorms stopped spray operation by 11:30 am. We continued treatment on the evening of Friday, May 19, 2006 went the weather cleared. 282 acres were treated with Gypchek and 429 acres with Forey. Spray operations were completed by 9 a.m. on the morning of May 20, 2006. A total of 29 areas throughout Bay County were treated this year.

- Educational Programs - Program staff conducted educational programs at the MacAlear-Sauden Elementary School Career Day, St James Summer Bible Camp and lead interpretive walks at Pinconning County Park during May and June. We have taught over 200 area youth about the gypsy moth and its roll in the environment. The Coordinator also spoke at five Township Board meeting outlining the program's plans for dealing with the emerald ash borer. Staff members also attended the MDA's operational Critique.
- GIS/Digitizing of Spray Blocks - Digitizing of spray blocks was completed and refined using Arcview. These maps were then loaded in to the applicators airplane so he could easily identify the areas to be treated.

Mosquito Control

- Spring Spray - What a spring! We 've been extremely busy battling spring mosquitoes since late May and recently Coquillettidia perturbans have compounded the problem. Throughout the last 21 days of May, rain fell on 14 days for an average of 5.5 inches recorded for the month. Thankfully, the 2 inches of rain that fell on June 21st mostly soaked into the soil or ran off into ditches. We're currently busy with larviciding township ditches to ensure Aedes vexans won't be the next scourge!
- Aedes Japonicus - We continue to find low numbers of Aedes japonicus in light traps, gravid traps, and larval samples from containers and the Saginaw Bay bayfront!
- Training Sessions - Two training sessions were held April 7 and May 12, to educate seasonal staff in mosquito control operations and to prepare them to test with the MDA as certified technicians.
- Public Education - Public education efforts continued during this quarter with 2nd and 3rd grade classes at MacAlear Sawden Elementary School and for several summer daycare programs. We plan to run various presentations on Bay 3 TV within the next several weeks. These would include: Artificial Containers, Thunderstorms, Spring Woodlots and Tire Drive presentations.
- Disease Surveillance - Disease surveillance efforts persist with 216 mosquito

pools submitted to date. Bay County residents call daily to report dead bird sightings. Fifteen birds have been submitted with 11 testing negative and 4 pending. Although it's just a matter of time, no positive samples have been found. Although we have not had any positive birds or mosquito pools, we completed Culex control in catch basins in early June with Vectolex.

- Adult Mosquitoes - Technicians have been working overtime to fog adult mosquitoes. By and large, they were needed in northern Bay County where spring woodlots had produced large populations of Aedes canadensis, Ae. vexans, and Ae. sticticus. Crews have been shifted to the eastern county boundary, the Saginaw Bay, where cattail marsh habitats have produced numerous Cq. perturbans. As an example of the high counts we've been seeing, on June 19 the Pinconning County Park light trap captured 879 mosquitoes, 74% of which were Cq. perturbans.
- Scrap Tire Drive - A scrap tire drive was held June 16-17, 2006 at the Fairgrounds with 1,689 tires collected.
- Lightning Strike - On Wednesday, June 21, our facility suffered a lightning strike which damaged four computers, the alarm system and the firewall. We were without computers for two weeks and had to handle citizen calls the old-fashioned way by writing everything down. Data entry was put on hold and paperwork has backed-up considerably. We hope to have everything back in proper working order soon.
- Mosquito ID Class - Two biology technicians attended the mosquito ID class that was sponsored by Saginaw County. They learned some new things and had a refresher at the same time.

Soil Erosion & Sedimentation Control

- Permits issued for the second quarter are down from last year, in the residential sector. Commercial sites are keeping up however, making this office busy with inspections. We have issued a total of 39 permits so far this year.

Geographic Information Systems (GIS)

- Began 2006 Parcel Updates
- Edge Match Township Parcels
- Pinconning Park Maps for beach mitigation
- Maps of Foreclosure properties of Treasurer's Office
- Updated the Bay County Tower Location GIS File for new cellular towers

- Distributed aerial photography to partner townships.
- Misc. Map request for various county departments
- Began N Drive Data organization
- Upgraded one ArcView license from single use to concurrent use

Transportation Planning

- Participation Plan
- NHI Freight Transportation Course
- Bay City Traffic Count Program
- Planning for 2007 MTPA Conference
- Attended Asset Management Training Sessions
- Research on Safe Routes to Schools
- Facilitated Safe Routes to Schools meeting with the ISD, Bangor, Essexville-Hampton, and City of Bay City school districts.
- Drafted 2007 Unified Work Program
- Drafted 2007 Indirect Cost Allocation Plan
- Held two BCATS Technical and two BCATS Policy Meetings
- Attended Center Avenue Heritage Route Trust Meetings
- Attended Hampton Township DDA Meetings
- Attended monthly MTPA meetings in Lansing

FINANCE DEPARTMENT

Payroll

- Summer programs are up and running. The first payroll in April, 549 employees were paid. There were 625 employees paid on June 16.
- Worked with County auditors throughout the quarter to assist in the completion of the 2005 audit report.
- Attended several meetings of the Financial Information Systems' Team (F.I.S.T.).

- Prepared several spreadsheets to be used by Personnel in negotiations.
- Deb Schmiede wrote programs that will allow staff to upload/download information from an Excel spreadsheet or the I-series directly into journal entry format, thereby eliminating manual keying of the data. In the case of fringe benefits (FICA, VEBA, etc.) this tool saves approximately 3 hours per month.

Health Insurance

- Sent notices to retirees regarding health insurance rate changes effective 7/1/2006.
- Completed accounting for 2005 Blue Cross administrative services contract plan year. Established employee contribution rates that are to be effective 7/1/2006. Notified employees of same

Self Insurance Fund

- Completed Qualifications Based Selection Process to replace the current Workers' Compensation Third Party Administrator (TPA). Citizens Inc. is the new TPA effective July 1, 2006 with a five-year contract.

Retirement

- Completed annual application for renewal of fiduciary liability insurance.
- Letters to fund Schroder Investment, newly hired international small/mid cap equity manager, were mailed in the 2nd quarter with funding to be effective July 3rd.
- Funding of Marvin & Palmer, newly hired large-cap growth equity manager, occurred in the 2nd quarter.
- Danean Wright and Mike Regulski attended the Spring MAPERS conference.
- Instructed consultant Becker, Burke Associates to begin the search for a mid-cap value manager.

V.E.B.A.

- Completed annual application for renewal of fiduciary liability insurance.
- Followup work with actuary and member employer groups regarding 12/31/2004 actuarial valuation.

401K

- Completed annual application for renewal of fiduciary liability insurance.

457

- Completed annual application for renewal of fiduciary liability insurance.
- Input retiree health insurance rates to be effective 7/1/2006 into Northern Trust system.
- Danean Wright completed accounting for the retirement fund as of 12/31/2005 and worked with the County auditors on same.

Budget / Grants

- The year-end closing was the primary focus of the budget division in the beginning of the second quarter of 2006. The budget division also assisted in preparation of various analyses for the Transmittal Letter and Management's Discussion and Analysis letter which is part of the county's Comprehensive Annual Financial Report.
- In addition, June is the month this department began the 2007 budget preparation process by preparing the personnel worksheets and budget instructions for all county departments. Again this year, county departments will be able to input their 2007 budget requests through an "on-line" budget preparation program develop by Information Systems. In addition, departments are being asked to submit program enhancements to budgets under their control on a separate form designed to better evaluate such requests.

Accounting

- Issued Fiscal Year 2005 Comprehensive Annual Financial Report (CAFR).
- Filed the Fiscal Year 2005 CAFR for The Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting award.
- Filed Qualifying Statements with the State of Michigan.
- Electronically filed continuing disclosure statements.
- Completed refinancing of Building Authority 1995 and 1997 Court Facility Bonds as well as the 1997 Ice Arena Bonds.
- Completed the Dog Park financial reporting for the Humane Society.
- Assisted Maximus with the County Wide Cost Allocation (Indirect Cost) Plan for

2005.

- Attended several meetings of the Financial Information Systems' Team (FIST).

Purchasing

- RFP's/RFQ's opened: Greens Mowers, Irrigation System, Golf Carts, 911 Furniture Consoles, Workers Comp. TPA, Financial Software.
- Drafted: Greens Mowers, Irrigation System, Golf Carts, 911 Furniture Consoles, Workers Comp. TPA, Financial Software, Laundry Machines.
- Bids Sent out: 911 Furniture Consoles, Workers Comp. TPA, Financial Software, Laundry Machines.
- RFP's/RFQ's under review: 911 Furniture Consoles, Financial Software.
- Attended several meetings of the Financial Information Systems' Team (FIST)
- Conducted interviews regarding filling of the Purchasing Agent position.

HEALTH DEPARTMENT

Maternal & Child Health Services:

April	May	June	Totals	
# of New Referrals	35	27	42	104
# of New Enrollments-ISS	8	11	6	25
# of New Enrollments-MSS	14	21	15	50

Highlights from the Quarter:

- April 3, 2006: Barb MacGregor, Joel Strasz , Dominic Smith and Marilyn Laurus attended Genesee County Health Dept. Public Health Week Symposium.
- April 13, 2006: Dr. Howard Hurt, Jennifer Don, Debi Glass and Marilyn Laurus attended the Child Death Review Team Meeting.
- April 22, 2006: Jennifer Don attended the Community Baby Shower.
- May 4, 2006: Many staff attended IS 100 and IS 200 training.
- May 12, 2006: All Public Health Nurses attended Tuberculin Skin Testing In-service

- May 11-12, 2006: WIC staff attended WIC Conference
- June 7-9, 2006: Amy Revette and Marilyn Laurus attended Michigan Healthy Mothers, Healthy Babies Conference.
- June 13, 2006: Marilyn Laurus attended Nurse Administrators Forum Meeting
- June 15, 2006: Jennifer Don, Debi Glass and Marilyn Laurus attended the Child Death Review Team Meeting.
- June 26, 2006: Laura Weiler, Judy McGee and Marilyn Laurus attended Children Special Health Care Services Orientation Meeting.

Emergency Preparedness Division

APRIL

- Attended Tuscola County's Avian Influenza Tabletop Exercise
- Attended planning meetings being facilitated by Paul Cormier, Emergency Management Coordinator, in regards to evacuating special needs county residents
- Fire extinguisher training
- Barb and Melissa attended the Michigan Pandemic Flu Summit at the Detroit Renaissance Center
- Fire Drill
- Immunization Coalition Meeting
- EPC/OPHP Conference Call

MAY

- Barb, Joel, and Melissa attended the Great Lakes Homeland Security Conference in Grand Rapids
- Distributed appropriate personal protective equipment to Animal Control Officers
- Melissa and Dominic attended the GM Powertrain Avian Influenza Tabletop Exercise
- Melissa assisted in evaluating Saginaw County's dispensing site exercise

- Fit-tested majority of staff for P100 and full-face respirators
- Met with Bay Regional Medical Center pharmacy staff to discuss options for drug cache rotation
- Bay3TV taping on Disaster Pet Preparedness (in conjunction with Karen Burns)
- MIHAN quarterly high test alert
- Started planning Avian Influenza Tabletop Exercise
- Started planning Tri-County Avian Influenza Symposium (in conjunction with Midland and Saginaw counties)

JUNE

- Continued planning for avian influenza exercise and symposium
- Melissa, Dominic, Susan, and Ashley (intern) attended the Tuscola County Avian Influenza dispensing site exercise as mock patients
- In addition to the above, Melissa/Dominic also attended regular monthly meetings of the Region 3 Bioterrorism Defense Network Advisory Committee and participated in mandatory teleconferences with MDCH OPHP.

*MDCH: Michigan Department of Community Health

*OPHP: Office of Public Health Preparedness

*EPC: Emergency Preparedness Coordinator

Environmental Health

***These are Preliminary Numbers That Are Subject to Change**

Fixed Food Est. Inspections	141	Number of Parcels Evaluated	50
Mobile, Vending & STFU Inspections	13	Number of On-Site Sewage Disposal Permits Issued	42
Temp. Food Est. Inspections			
Number of Alternative/Engineered Sewage Systems Approved	1		
Follow Up Inspections	16	Number of Failed System Evaluations Conducted	2
Number of Plans Received for Review	NA	Number of Complaints Regarding Sewage Investigated	9
Number of Plans Approved	NA	Number of Well Permits Issued	20

Consumer Complaints Investigated	8	Number of Abandoned Wells Plugged	3
Foodborne Illness Complaints Investigated	1	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	NA

April

- Robert Hill attended the "Planning for a Disaster Resistant Community" Conference in Lansing.

May

- The Household Hazardous Waste Spring Collection was held on May 18 at the Fairgrounds.
- Barry Hugo and Dan Dicks attended training and passed the ServSafe trainer course.

June

- Dan Dicks attended a refresher course on Lead Paint Assessments by the Michigan Department of Community Health.

STD / HIV / Communicable Disease

Number of Persons Receiving Services in STD/HIV Clinic	
HIV	109
STD	145
Total	254

Immunizations

Vaccination Type	Number Administered
DTaP	131
Td Adult Only	86
HHib-Pedvax	39
Meningococcal Conjugate	92
Hib Hep B	19
Hep B (Pediatric)	26
Hep B (adult)	60
IPV Dose	167
MMR	79
Varicella	39
Pneumococcal Conjugate	0

Hep A (Pediatric)	7
Hep A (Adult)	10
PPD Intradermal	0
DTaP-Hep B-IPV	39
Influenza	2
TOTAL	796

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
700
Number of Encounters in Family Planning Clinic
966

- Sue Montei, Joel Strasz and Eunice Wilson participated in a statewide conference regarding upcoming changes to Medicaid eligible services under Family Planning. The Family Planning Division has now adopted a plan that responds to changes in Medicaid Financing. An application for future Title X funding will be submitted to the Michigan Department of Community Health in the summer.

Laboratory

Number of Clients		Number of Tests	
April	303	April	486
May	402	May	641
June	541	June	848

Women's Infants and Children's (WIC) Program

Enrollment	
April	3068
May	3098
June	NA

Highlights

- WIC is pleased to welcome Laura Weiler, RN to their staff. Laura joins the staff as a staff nurse with the Division.
- WIC is also pleased to welcome Daurie Walton-Gloss to the staff as an Account

Clerk. Daurie joins the staff after working with Division on Aging.

Division on Aging

- Division on Aging, in cooperation with AARP and Hampton Township, sponsored a Driver Safety Program for Seniors on April 4 and April 6.
- Tax clinics for senior citizens were completed on April 6 and April 13.
- The Volunteer Recognition Dinner recognizing the contributions of Division on Aging volunteers was held on April 25. There were 111 meals served to eligible volunteers.
- An agency-wide staff and volunteer in-service day was held on April 27. Guest speakers included staff from Michigan Department of State, Bay County Health Department, United Way of Bay County, and Bay-Arenac Behavioral Health. There were 92 individuals in attendance.
- On April 12, Division on Aging worked with Mid-Michigan Community Action Agency to provide a free class in saving money on home heating bills. Free kits were provided to the first 30 households that signed up for the "Save Energy with Ease Program." There were 34 people in attendance.
- Division on Aging worked with members of the Senior Task Force to submit a proposal for grant funding for a wrap-around grant to assist caregivers providing primary supervision to individuals with moderate to severe impairment due to Alzheimer's disease or other dementia. Funding was limited to two projects in the State; Division on Aging was not selected for funding.
- Funding was awarded by Region VII Medicare/Medicaid Assistance Program to provide a series of Walk-in Clinics for Medicare-eligible seniors to receive assistance to research Medicare Drug Plans under the new Part D benefit. Walk-in Clinics were held on April 20, April 26, May 3, May 9, May 10, May 11, May 12, and May 15. Locations included Riverside, Williams, the Pinconning Library, and the Main Office.
- Cinco de Mayo Celebration was held at Rainbow Center at the Canteen on May 3. Forty seniors attended.
- A Dinner/Theatre program for Meet Me in St. Louis was held on May 4, in cooperation with Bay City Players. Attending this event were 158 seniors.
- Division on Aging is phasing in changes required by the State of Michigan as a result of new menu standards. All changes in the menu cycle are to be completed no later than September 30, 2006. Sodium levels are being reduced to a weekly average of 1,200 mg. and fruit must be served as dessert five days

per week. Whole grains have been increased and the requirement of serving three ounces of protein has been reduced. Information has been sent to meal customers and included in the Wonderful Times newsletter.

- Senior Olympics were held May 31 through June 17. A total of 676 meals were served at a variety of events held at Riverside and off-site locations. A total of 299 individuals participated in one or more activities.
- Grant application for FY 2007 funding for AAA-funded services was completed and submitted to Region VII Area Agency on Aging to meet the June 19 deadline. All contract paperwork for amendments for the carryover award, budget transfers, and Title V agreements for FY 2007 were completed in this quarter.
- The last series of exercise classes, in cooperation with Bay Regional Outpatient Rehabilitation Services, had a total of 19 people enrolled in classes held March 27 through May 8, with no classes the week after Easter.

9-1-1

- James Reaume and Ryan Gale who are in their six month training periods are progressing well. Even though our department will be still be short staffed when their training is complete, it would be too taxing to try to train more than 2 at one time. With all the new technical aspects of the job, increase in call volume, not to mention stressful situations, a 911 telecommunications job has become more demanding over the years. Therefore our training program has become more thorough and stringent.
- June starts the busiest time of year for our 911 Center. With the increased tourism in our County and all the different summer activities, including all the various events and festivals, our 911 calls have increased substantially.
- With the assistance of Captain Jerome from the Sheriff Office, we were able to install a new state of the art camera system that improved the surveillance capabilities of our building considerably. Also, by coordinating times for installation with the vendor, he was able to provide us with a substantial savings. Not only has this improved building security, it also enhanced employee safety.
- The specs for our new dispatch console furniture were sent out for bid. We received responses from 5 different vendors and now those will have to be carefully reviewed.
- A County wide Mobile Data Terminal system (MDTs) for those police agencies with out one is now being pursued. This will allow text communications between patrol units and 911 Dispatch. This will also allow officers to access the Law Enforcement Information Network in their patrol cars. The \$200,000.00 grant

money that Representative Kildee was able to obtain through the COPS office for Bay County will now be directed towards this MDT project.

- The Bay County Radio Subcommittee continues to meet monthly and work on several different radio issues and projects needed for our communications system. This committee is comprised of 911 staff members, 911 Advisory Board members and our Radio Consultant.
- ISD has installed new printers at the majority of the Fire Departments in Bay County and is nearing completion of this project. These new printers are now connected via the internet and provide for a much more expedient Rip & Run print out for the firefighters.
- Wrecker services in Bay County have formed a Towing Association and have been meeting on a regular basis at the State Police Post. The Towing Associations objective was to try to all come to some type of agreement on the fairest way to handle non-preference wrecker calls in Bay County. This would then go to the Wrecker Subcommittee who would review it and make a recommendation to the 911 Advisory board.
- With more consumers purchasing Voice over Internet phone services such as Vonage, our 911 VoIP calls are starting to slowly increase. This proves most challenging for most 911 centers; there are numerous VoIP providers out there, the caller's information on the 911 phone screen is not always accurate and there are still many technical issues that need to be addressed.
- Wireless Phase II (WPH2); if a person with a newer model cell phone that provides Enhanced 911(GPS) service dials 911 in Bay County, the dispatcher should be able to provide them with their location or very close to it. This is done by getting the latitude and longitude that is shown on the 911 phone screen. The current process our dispatchers have to take to get the cell callers location is somewhat cumbersome. This will improve dramatically with some updates, after which the caller's location will plot automatically on our mapping screen. WPH2 is not flawless and there are still some technical issues that need to be worked on along with on going testing. People need to keep in mind when traveling and you have to call 911 from your cell phone that not all counties are WPH2 compliant yet and these wireless technologies are not always perfect. So, you should always try to be aware of your surroundings especially in the event of an emergency.

MSU EXTENSION

- Michigan State University (MSU) Extension is an educational outreach unit of Michigan State University. While working in the community, non-traditional educational programs are provided to help families, whether in farm, rural, or urban settings, to survive. Education provided by MSU Extension extends

beyond the brick-and-mortar assistance that may be of interest in other areas of community support.

- The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

Agriculture and Natural Resources –

- May 1, 2006, a new ANR Extension educator was hired, Chris Reisinger. Much of Chris' focus in the second quarter has been meeting clients and advisory boards, getting acquainted with local ANR programs, and completing the task of planting variety seed plots. There was a lot of work in May, working with the Master Gardener Volunteer program coordinator and the FNP program associate on the FNP Nutrition Gardening grant project, which helps low-income families and day cares start or expand a garden to grow and use fresh vegetables and increase physical activity. There were two educational sessions held for the FNP Nutrition Garden grant project that reached 10 people, and mentoring will continue throughout the growing season. There was a meeting held in June for growers who wish to participate in the Project FRESH program to sign them up and learn about display marketing. On June 22 there was a program on Home Fruit Tree Pest Management that had 17 participants.
- May saw the completion of the 2006 Master Gardener class, which began in February. Twenty students took the class, with a split of 13 females and 7 males. This was the highest percentage of males than in any previous class. Seventeen Master Gardener trainees finished and have begun volunteering in the community. Those 2005 trainees that completed their certification requirements were awarded their Master Gardener certificates at the April 25, 2006, Master Gardener Recognition banquet. To date the Master Gardeners have planted at the Linwood northbound I-75 rest stop, the Alger southbound I-75 rest stop, a bed in the Riverwalk, Kaentzler Arboretum, the Bay County Building, Veterans Memorial site, the Court/Health Dept facilities, many churches and other public spaces.
- In June the Master Gardeners completed the spring session of "Ask the Master Gardener" at the Alice and Jack Wirt Central Library, Auburn, and Pinconning branches of the Bay County Library System. An "Ask the Master Gardener" booth was also set up in May at Warmbeier Farms in Auburn to answer county residents gardening questions. The Bay County Master Gardener Volunteer Program also partnered with the Bay City Garden Club on their Garden Walk June 22, 2006. Monies raised were dedicated to the Disabilities Resource Center for gardens designed to be accessible for handicap persons.

Children, Youth, and Family Programs: 4-H Youth Programs –

- The Bay County 4-H program had the opportunity to recognize its 4-H members and leaders during February and March. The 4-H Youth Awards Banquet recognized over 100 youth in project areas ranging from beef to sewing, cooking to horticulture. The I DARE You Award, an award given to an older youth for supreme leadership, was given to Mark Suchy of the Westside Farmin' Friends 4-H club. The 4-H Leader Banquet was held in March. Over 70 leaders were recognized for their work in youth development. Diane Deary and Chris Wazny were both named 2005 Leader(s) of the Year. In February the 4-H Livestock Association held their annual spaghetti dinner fundraiser, which was a success in spite of the winter storm that evening. 4-H is currently gearing up for the Shaggy Spring Fling horse show to be held in April and Exploration Days in June.
- In April the Bay County 4-H Program held its second annual Shaggy Spring Horse Show. Over 50 youth and adults participated in the practice show which prepares riders for the upcoming summer horse shows. The 4-H Livestock Association held its first car wash of the season in May. The proceeds are going for barn improvements, specifically new goat and lamb pens for the Bay County Fair and Youth Exposition. Eight lambs, 18 steers, 41 hogs, and several chickens, ducks and, pheasants will be shown at fair this year. The Livestock Association is being proactive in planning for the increase in animals this year. In June, 18 youth and 9 adults went to 4-H Exploration Days on the campus of Michigan State University. This is where youth have the opportunity to learn about "college life" by living in the dorms, walking on campus, and eating campus food. Examples of classes youth participated in this year include small engines, exotic animals, yoga, Japanese culture and hunter safety. Adults that went taught classes on personal appearance and crafts. The 4-H program is gearing up for the Bay County Fair & Youth Exposition taking place August 8-12.

Building Strong Families Program –

- In the first quarter there were 62 home visits delivering the parenting program between two staff members. At the YWCA Family Enrichment Program, we conducted the parenting program four evenings with eight families. Nine young men completed the parenting program from the Parmenter House.
- In the second quarter there were 110 home visits delivering the parenting program between two staff members. At The YWCA Family Enrichment Program, we conducted the parenting program four evenings with five families. MSU Extension staff participated in the Community Baby Shower held in April that was attended by 95 participants. We also participated in the Hands On Activity Fair held at the ISD in May; over 300 children and adults attended this affair.
- There were a total of 249 adults that completed the FNP series between three staff members. These classes were held at different locations including the YWCA, the Parmenter House, Families Reading Together, the Women's Shelter,

and clients' homes. There were 156 children that graduated from the FNP series. These classes were held at Head Start and elementary schools in Bay County.

- There were a total of 169 adults that completed the FNP series between two staff members. These classes were held at different locations including the YWCA Family Enrichment program, the Parmenter House, Work First, the Women's Shelter, and clients' homes. There were a total of 221 children that graduated from the FNP series. These classes were held at Head Start and elementary schools in Bay County. Staff has begun holding classes at the WIC office for Project Fresh. To date 155 WIC clients have attended the Project Fresh class and have received \$20 in coupons each to purchase Michigan grown fruits and vegetables. The MSU Extension Bay County office received a \$2,000 FNP Gardening/Nutrition Education Grant. Together the Master Gardener, ANR educator and FNP staff have been working together with 11 families. All families received tools, had sod removed and the land was rototilled and had fertilizer applied. Information was handed out on how to plant and care for vegetables garden. Mentoring continues with these families.
- There were 177 direct contacts through home visits, phone calls for educational purposes or one on one visits at the WIC office by two staff in the first quarter. There were 80 direct contacts through home visits and phone calls for educational purposes or one on one visits at the WIC office by one staff in the second quarter. In collaboration with the Breastfeeding Coalition, staff participated in two Rock N Rest events for Bay Medical's Safety Day held in May and the Fourth of July activities in downtown Bay City.

Better Kid Care –

- A 36-hour training was held in Arenac County in February. All 14 participants graduated from the training. Six participants already have their license and five participants are working in day care at this time. Two past participants have received their license from Lansing. Also in March a 18-hour Relative Care training was held in Bay County. All nine participants completed the training. In the second quarter, one 36-hour training was held with five participants. Two of these participants and one past participant have sent in their paperwork for state childcare licensing. Another has upgraded her home from a single care home to group home status. Two other past participants were licensed as single home daycare and have joined together to open a childcare center in Standish. There were 88 hours of training held in the second quarter with the Penn State BKC satellite series and CPR and first aid training with daycare providers and Head Start. Ten hours were completed with mentoring.
- We have recertified 22 Bay County employees in infant, child, and adult CPR and AED training.

Successful Futures –

- In the second quarter, Successful Futures made over three hundred home visits and over two hundred referrals to local agencies, which include MIHP and Early On. Staff met with pediatricians Balinski and Balinska regarding the Successful Futures program, as well as presented the program to the staff at Work First. Successful Futures staff is now regularly seeing families in need at Work First. Brenda Holmes, RN, attended an update on Pertussis, with the goal of promoting immunizations among our clients. One of the moms that we served through our program was recently accepted into the Social Work Program at Saginaw Valley State University.

Economic and Community Development –

- Twenty-nine participants completed the Citizen Planner program, which was jointly sponsored by Arenac, Bay, and Gladwin County MSU Extension offices. The seven-week core sessions were held at the Pinconning City Hall from February through March 2006. Two locally selected topics on tourism and farmland preservation were offered after the core session was completed in March and April, of which over twenty participants attended. Due to the success of the core session, a fall session is being planned. The county Extension director (CED) facilitated the educational component for two Civilian Emergency Response Team (CERT) training sessions held in April and May. Forty participants signed up for the volunteer-based, two-day emergency preparedness training sessions.